

EV INTAKE Lockers/Hand Delivery/Mail

A. SCOPE

- A.1 Evidence is submitted to the Evidence Section for all of Washoe County Evidence as well as for Forensic Science Division testing. This evidence may be submitted into a locker system, arrive via mail, or be hand delivered.

B. EVIDENCE INTAKE FROM LOCKERS

- B.1 Retrieve all of the keys in the drop box located to the left of the blue lockers in evidence. (Make sure none of the keys are stuck in the sides or under the flaps of the box.)
- B.2 Open the lockers and pull the evidence and any forms out of the lockers. Some lockers can only be accessed through the evidence booking area, remove all items of evidence from those lockers.
- B.3 Replace the keys on the exterior side of the lockers (the evidence booking room side) once all of the evidence has been removed.
- B.3.1 Turn the key to the unlock position so that the door can open when the key is pulled on.
- B.4 Sort the evidence from intake and find shelf locations for the items before you input the evidence into LIMS.
- B.4.1 If you receive Toxicology samples input into LIMS and store as described in [Toxicology Login](#).
- B.5 Determine a shelf location per section D, [Evidence Introduction](#). Write the shelf location on the top right corner of the chain of custody form and/or the Examination Request Form.
- B.6 Special Notes:
- B.6.1 Locker #54 never has a key in it. This locker is assigned to the Drug Interdiction Team. It contains the key to the grey lock cabinet where the Team places the items, they have for evidence.
- B.6.1.1 A key for locker #54 is kept in the evidence office key rack.
- B.6.1.2 After removing evidence from the grey lock cabinet, replace the key in locker #18 for use by the Drug Interdiction Team.
- B.6.2 If you notice a locker with a missing key, you may use the locker master key from the evidence office key rack to open it.
- B.6.2.1 If there are items in the locker that are not packaged, relock the locker and leave them alone, the deputy may be holding the items to package later.
- B.6.2.2 If the items are packaged but the key is still missing, contact the deputy, they may have just left with the key.

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- B.6.2.3 If a locker is occupied, but the items need additional paperwork or corrections, contact the Deputy via e-mail with a cc to the evidence supervisor and their supervisor and remind them that the items are still in the locker.
- B.6.2.4 If the deputy has not made the required corrections within a week, notify the evidence supervisor.

C. EVIDENCE INTAKE VIA HAND DELIVERY (RPD)

- C.1 The Reno Police Department Evidence section delivers evidence in person for forensic examinations. Ensure each item is properly packaged and sealed as described in [Evidence Introduction](#).
- C.2 Ensure each item on the RPD master delivery list has been delivered.
- C.3 Sign each chain of custody and follow the [Entering Evidence into LIMS](#).

D. EVIDENCE INTAKE VIA MAIL

- D.1 Evidence receives many outside agency evidence items through the U.S. Postal Service, UPS and FedEx. Mail must be collected on regular business days
- D.2 Mail / package notifications will be sent to your e-mail.
- D.3 USPS/Certified Mail, UPS packages and Federal Express packages are picked up in the WCSO mailroom.
 - D.3.1 Community Outreach personnel will scan the mail into the tracking system and secure it in the locked cabinet. You will sign for it on the digital signature pad.
- D.4 Open the mailing package, ensure the evidence contained within is properly packaged and sealed as described in [Evidence Introduction](#).
- D.5 Sign each chain of custody and follow the [Entering Evidence into LIMS](#).

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